

Minutes of the Finance Committee

Wednesday, March 4, 2009

Chair Haukohl called the meeting to order at 8:30 a.m.

Present: Supervisors Pat Haukohl (Chair), Pamela Meyer, Bill Zaborowski, Jean Tortomasi, Rob Hutton, and Steve Wimmer. **Absent:** Jim Heinrich

Also Present: Legislative Policy Advisor Ann Olson, Collections & Business Services Manager Sean Sander, Risk/Purchasing Manager Laura Stauffer, Principal Risk Management Analyst Mark Jatczak, Administration Director Norm Cummings, Employment Services Manager Sue Zastrow, Accounting Services Manager Larry Dahl, Information Systems Manager Mike Biagioli, Senior Financial Analyst Lyndsay Johnson, and Budget Specialist Linda Witkowski. Recorded by Mary Pedersen, County Board Office.

Year-End Report on Collections

Sander commented on this morning's Journal Sentinel newspaper article about Waukesha County being a leader in the area of collections.

Sander reviewed his report entitled "Collections Division Delinquent Collection/Referral Analysis: 2008 Year End Report." Total collections for 2008 were \$2,475,146 and the total amount retained by the County was \$1,626,439. Total twelve month collections decreased 11% from 2007 and increased 5.1% from 2006. Tax intercept collections totaled \$760,229 in 2008 versus \$746,702 in 2007. A total of 2,943 tax intercept payments were received on accounts in 2008 versus 2,826 in 2007. New revenue sources identified/implemented by Collections generated \$895,123 of additional revenues for Waukesha County in 2008.

The Collections Division serves 24 municipal entities. New municipal customers in 2008 include Wisconsin Community Services (court pretrial services and SCRAM charges), the City of Brookfield, and the Town of Lisbon.

Year-End Report on Claims and Worker's Compensation

Jatczak reviewed the report entitled "Waukesha County Worker's Compensation 2004-2008 Claims History Summary." A total of 114 were claims opened in 2008 and by the end of the year, 28 claims remained open. The total incurred was \$762,263. Since 2004, 612 claims have opened and 37 remained open. The total incurred was \$3,487,587. Staff went on to review some of the larger claims that have opened and closed.

Stauffer reviewed the report entitled "Waukesha County Claims History 2004-2008." In the area of general liability, 28 claims were opened by year-end, 7 remained open, and the total incurred was \$62,767. A total of 27 auto liability claims were opened, 6 remained open, and the total incurred was \$74,772. Stauffer said 19 auto physical damage claims were opened, 7 remained open, and a total of \$48,952 was incurred. Regarding property damage, 24 claims were opened, 13 remained open, and a total of \$128,765 was incurred. Since 2004, a total of 573 general

liability, auto liability, auto physical damage, and property damage claims were opened. Forty nine claims remained open at the end of 2008 and the total incurred was \$2,263,438. Stauffer went on to review some of the larger claims that have opened and closed.

State Investment Pool Insurance Issue

Cummings referred to the February 24 Journal Sentinel newspaper article entitled “State fund loses risk insurance – investment pool holds money for 1,300 local public entities.” For informational purposes, Cummings distributed copies of “State Investment Fund Monthly Portfolio Analysis as of January 31, 2009” and “An Evaluation of Investment Practices of the State of Wisconsin Investment Board” dated July 1995 by the Joint Legislative Audit Committee Members.

Cummings said the State Investment Pool insurance policy dates back to 1979 which basically gave municipalities comfort although there were very large deductibles. Cummings said it’s possible they never had a claim. In 1995, the Legislative Audit Bureau did an audit after the State Investment Pool lost \$95 million. The policy did not pay anything towards the \$95 million and it was questioned back then whether it was worth continuing the insurance. They did continue the insurance, however, probably to appease municipalities who were still uncomfortable about the pool. Cummings said the state pool has come a long way and he feels it is very secure which he explained in detail. He does not believe the insurance is necessary and said the State could have dropped it years ago

Approve Minutes of 2-18-09

MOTION: Tortomasi moved, second by Zaborowski to approve the minutes of February 18. Wimmer asked that a correction be made on page 6. Motion carried 7-0 as corrected.

Schedule Next Meeting Dates

March 18

Meeting Approvals

MOTION: Wimmer moved, second by Tortomasi to approve attendance for any committee members wanting to attend the March 13 Judiciary & Law Enforcement Committee for the discussion on airport security. Motion carried 6-0.

Annual Report on Employee Performance Evaluations and Awards

Zastrow discussed her report entitled “Performance Awards Based on 2005, 2006, 2007 and 2008 Performance.” For 2008, a total of 335 employees were eligible for performance awards. The total possible cost if everyone eligible had received maximum base and non-base awards was \$983,747. The total actual cost for base and non-base awards was \$594,070. The total budgeted amount for base and non-base awards was \$599,166. Haukohl asked that the percentage of eligible employees compared to how many actually received awards be listed in future reports.

Update on Information Technology Projects

Biagioli and Haukohl gave a summary of this discussion from the last Executive Committee meeting. Biagioli discussed the capital project to replace the current Spillman CAD system due

to numerous, unresolved problems. The County contracted with Public Safety Inc., to assist in developing an RFP to select a new dispatch system. It is anticipated that the RFP will be ready around April 15. The vendor will be allowed 60 days to develop a response due to the complexity of the RFP. The evaluation committee's goal will be to choose five finalists based on the responses. Demonstrations using County data for the geo-based component will be requested of each vendor. Site visits will also be conducted at similar dispatch centers to review their products. Staff expect final selection will be in July with implementation scheduled for September or October. It could take 12 months to get the new system fully in place. Biagioli noted the new system will have to work with Spillman Law Records and Spillman Jail which we are keeping.

Haukohl asked Biagioli to give a brief update on the electronic paperwork system in the District Attorney's Office. This involves building an interface, called e-referral, which will automate much of their paperwork, currently done manually, in their workings with the Sheriff's Department and other police agencies. Biagioli said this project is part of the original contract with Spillman so it involves no additional cost. Spillman is in the process of developing specifications for this task.

Haukohl said the Executive Committee got into a lengthy discussion on Countywide Cashiering. It is moving along and is being implemented in a number of departments. The Treasurer is experiencing some problems but these are being worked on with the vendor and a component to address these issues will be installed in April. Biagioli advised that the entire Parks & Land Use Department will be converted to the new system. It looks like all County departments will be able to convert to this system but besides the Treasurer's Office, there are some unresolved issues with the Register of Deeds Office as well. Biagioli said the rest will all fall into place and he expects the system will be ready in July. This will include the Sheriff's Department, Health & Human Services, Aging & Disabilities Resource Center, and Clerk of Courts.

Haukohl advised that e-document/e-mail retention is 80% complete. Haukohl said staff are setting up policies as to which documents will need to be retained and for how long. Departments will be able to eliminate their own documents. Biagioli said they are doing a lot of the groundwork in 2009 and the funding for the system software will be available in 2010.

Biagioli said the new tax system is currently running parallel with the old system and they are hoping that around April everything will be ready to go and running on its own in July.

Biagioli gave an update on payment card industry requirements and compliance standards which affects whether or not the County can accept credit cards. We are currently handling this internally to get into compliance so we can continue accepting credit cards.

Capital Projects Cost Performance Report and Approve Closeout Reserves

Witkowski explained her report entitled "Capital Projects 2008 Year-End Report" which included information on project number, project title, project status and percent complete, and appropriated funds and balance.

Announcements

Zaborowski said he recently visited Dubuque, IA which is aggressive with bringing in new business. He would like to see the same enthusiasm here in Waukesha County.

Future Agenda Items

- Closed Session Update on Communications Center Lunch Break Litigation (Wimmer)
- Closed Session Update on Jail Inmate Litigation (Haukohl)

Haukohl asked Tortomasi to recommend to the Judiciary & Law Enforcement Committee that they review medication disbursement procedures for jail inmates with Sheriff's Department Staff and advise the Finance Committee when and if this is agendaized.

MOTION: Tortomasi moved, second by Wimmer to adjourn at 11:54 a.m. Motion carried 6-0.

Respectfully submitted,

Approved on: _____

Pamela Meyer
Secretary